



## 2015 DES SUMMER INTERNSHIP OPPORTUNITIES

Searching for a dynamic, educational and fun-filled summer? Take a look at the summer intern positions available at the New Hampshire Department of Environmental Services. We have a variety of internships available in many of our programs and the experience will last a lifetime!

### INTERNSHIPS

**ACCOUNTANT CLERK ASSISTANT**  
**LG 5/12 weeks**

Assist our staff with all day-to-day accounting functions as well as year-end closing and budgets.

**AIR PERMITTING & COMPLIANCE ASSISTANT**  
**LG 9/12 weeks**

Assist the Air Resources Division, Permitting and Environmental Health Bureau (PEHB) and Compliance Bureau, in developing and implementing permitting and compliance programs and educating the public and staff on specific air programs. In addition, this intern will assist in developing the Stationary Source Database, on-line permitting system, and in testing new database modules.

**AIR QUALITY ASSESSMENT ASSISTANT**  
**LG 4/ 12 weeks**

Assist with summaries of air quality reports and summaries. Conduct analyses of pollution episodes and long-term trends in air monitoring data. Help to ensure information on the NH Air Quality website is up to date, complete and clear for all readers. The intern will gain practice in writing, editing and data analysis.

**BIOMONITORING FIELD INTERNS**  
**LG 4 /12 weeks**

Assist biomonitoring program manager in completing fieldwork, including the collection of biological, chemical, and physical data from streams, rivers, and wetlands statewide. Fieldwork is extensive, includes working under strenuous conditions, and operation of complex and heavy equipment. A 3-4 person field crew is required to complete the necessary sampling. This position will assist the biomonitoring program manager through late summer/fall in completing fieldwork and compiling field data collected throughout the summer months.

**BEST MANAGEMENT PRACTICES  
(BMP) INTERN  
LG 4/12 weeks**

This position will focus on implementing and improving the process for tracking progress and performance of Best Management Practices (BMP) that have been implemented as part of our EPA 319 Clean Water Act funded projects. This position will assist with sampling, monitoring, surveying and other field work activities in support of Grant Projects. This position will also assist with progress tracking of completed Watershed based plans.

**CYANOBACTERIA INTERN  
LG 4/12 weeks**

This position will assist in conducting special beach related research and assist with tracking cyanobacteria blooms help to ensure that public beaches are free from toxins. This position will train in all water quality monitoring procedures, quality control requirements, database management, and standard operating procedures. The majority of the training will be conducted within the first week of work, with additional training as time allows throughout the remainder of the internship.

**Drinking Water & Groundwater  
GPS INTERN  
LG 12/12 weeks**

Conducts GPS field work to improve the accuracy of the geographic information on wells and potential contamination sources that DES staff and the regulated community rely upon. Updates GIS or MS Access databases and related work to enhance source protection of public water supplies. Assist in watershed monitoring field work and DWGB climate change activities. Intern will learn to use GPS and ArcMap GIS software.

**HAZARDOUS WASTE COMPLIANCE  
ASSISTANT  
LG 9/14 weeks**

This position will conduct follow-up to non-responders and recalcitrant Small Quantity Generator (SQG) facilities state wide. This position will be the face of NHDES, and go into the field and provide assistance to help delinquent SQG's come into compliance. The intern will follow-up with facilities that have not submitted their self-certification forms and/or fees to the SQG Program and assist those facilities that appear to be having problems with the forms that were submitted. The ideal candidate should have excellent people skills including communication, active listening and negotiation skills.

**HAZARDOUS WASTE GENERATOR  
FACILITY INSPECTOR  
LG 14/12 weeks**

This position will conduct surveys of hazardous waste generator facilities to document compliance under Hazardous Waste Rules. Identifies potential violations, writes reports and prepares recommendations for compliance assistance and enforcement. This position will be responsible to identify facilities that have not notified the department of its' hazardous waste activities or have notified improperly and are operating under an inaccurate generator classification. This position will be considered the "welcome wagon" to provide general hazardous waste compliance information and provide assistance as needed. Ideal candidate should have knowledge of state and federal hazardous waste regulations, a background in organic chemistry and knowledge of industrial manufacturing processes. A recent college graduate looking for experience in compliance and enforcement would be ideal.

**LAND RESOURCE  
MANAGEMENT (LRM) INTERN  
LG 9/12 weeks**

Reviews wetland delineations, site plans, and erosion and sediment control plans of permitted LRM projects. Interacts with property owners, contractors, and environmental professionals to evaluate the storm water treatment practices. Performs field inspections of permitted development sites to ensure compliance of permit conditions pertaining to wetlands, surface water and storm water. Documents and measures potential unpermitted impacts found at project sites. Maintains records and prepares field inspection reports, enters environmental computer data, retrieves, revises, updates and reproduces data as required.

**LAND RESOURCE  
MANAGEMENT (LRM)  
INSPECTOR  
LG 10/12 weeks**

Completes field inspections on approved development projects, including quality control checks and maintenance of storm water treatment facilities. Performs technical engineering review of development plans, storm water plans and permit conditions to determine compliance with approved plans. Interacts with property owners, managers and contractors to assess maintenance of storm water facilities and review past maintenance logs. Ensures compliance of state laws and regulations pertaining to surface water quality, wetlands and storm water treatment. Compiles field reports and documents unpermitted impacts found at project sites. Prepares and enters data into a computer and retrieves, revises, updates and reproduces data as required.

**LAKE & INVASIVE SPECIES INTERN I  
LG 4 /24 weeks**

This position will include a diverse mix of field, lab and office work related to exotic aquatic plant monitoring, mapping and control in surface waters of NH, but mostly in lakes and ponds. Field work includes working on a variety of boats to perform surveys of exotic aquatic plants and other aquatic life on water bodies in NH using GPS and other equipment. Laboratory work includes identification and preparation of specimens. Office work includes assisting with the preparation of long-term management plans for water bodies with exotic aquatic plants, performing data entry and management tasks, preparing presentations and education materials for outreach activities and work in GIS to prepare maps for management plans and to guide management efforts.

**LAKE & INVASIVE SPECIES INTERN II**  
**LG 4 /14 weeks**

This position will include a diverse mix of field, lab and office work related to water quality monitoring, special investigations and support to the Exotic Species Program. Field work includes operation of boats, specialized sonar devices, pressure transducers, GPS and other equipment, as well as plant analyses for lake and tributary water quality sampling. Office related work includes preparing fact sheets and other education and outreach related documents, performing data entry and preparing and/or reviewing technical reports.

**PUBLIC RELATIONS/WEBSITE ASSISTANT**  
**LG 4 /12 weeks**

Assist public relation efforts including writing of press releases, articles, newsletters, also website management, environmental education and outreach activities. Assist staff with serving customers' needs in publication sales, file reviews and customer improvement initiatives as needed.

**SALT WATER BEACH INSPECTOR**  
**LG 4/16 weeks**

This position will conduct inspection of coastal beaches according to EPA tiered monitoring protocol. A total of 16 coastal beaches will need to be inspected during the summer, with a total of 24 inspections to be conducted each week.

**SHELLFISH INTERN**  
**LG 9/26 weeks**

This position will assist the shellfish program in water and tissue sampling, transportation of samples to Concord, performing shoreline surveys, conducting directed field studies, documenting pollution sources, managing databases, preparing reports and other activities. The selected applicant must be comfortable working in adverse weather conditions, being on a boat on the ocean, able to walk on uneven and slippery ground and able to lift 50 lbs. **\*This position will be located at 222 International Drive, Suite 175, Portsmouth, NH.**

**SMALL QUANTITY GENERATOR (SQG)**  
**COMPLIANCE ASSISTANT**  
**LG 4/14 weeks**

This position will conduct an estimated 100 to 150 follow-up surveys of Small Quantity Generators in Cheshire and Hillsborough counties. Through this survey, this position will focus on verifying the self-certification documentation submitted to the department by the facility on its SQG self-certification and declaration of compliance form. This position requires knowledge of the hazardous waste rules, travel throughout the state, researching state files for the submitted forms and physical inspection of the SQG Facility. A final comprehensive report on the overall survey findings will be required to compare the SQG's submitted documentation to current actual practice.

**STREAM DATA SPECIALIST**  
**LG 14/12 weeks**  
**2 positions available**

These positions will retrieve collected stream crossing field data from the state online database for quality control review. Examine and reviews collected data for completeness and to ensure proper reporting of data based on assembled site photographs indicating field features. Operates an existing computer script to perform initial checks of submitted field data. Prepares quality control comments on collected stream crossings and provides them to field data collectors to address. Reviews data resent by field data collectors to ensure quality control review comments were addressed in order to finalize datasets. Assigns ranking of fluvial geomorphologic and aquatic organism passage compatibility scores for quality control reviewed crossings.

**STREAM DATA SURVEYORS**  
**LG 12/12 weeks**  
**8 positions available**

These positions will conduct watershed-wide surveys of stream crossings using a standardized protocol designed for this purpose, and enters the collected stored data and provides data to program personnel for quality control review. Receives quality control review comments and addresses discrepancies by editing submitted data to finalize high quality datasets.

**TIDAL SHORELINE INTERN**  
**LG 9/12 weeks**

This position will provide assistance to achieve DES Coastal Program (NHCP) work plan items including: Tidal Shoreline Inventory, Habitat Restoration Database, and Early Detection Rapid Responsive Initiative for Perennial Pepperweed. 25% of this work will be field work (shoreline inventory and pepperweed assessment) and 75% of this work will be office work (GIS, data analysis, file review and research). **\*This position will be located at 222 International Drive, Suite 175, Portsmouth, NH.**

**VOLUNTEER LAKE ASSESSMENT PROGRAM (VLAP) INTERN I**  
**LG 4 / 12 weeks**

Train and audit volunteer monitors on lake water quality sampling techniques. Interact with volunteer monitors and the public to educate them on lake ecology principles. Analyze water quality samples in the Jody Connor Limnology Center for a variety of water quality parameters, Perform weekly data quality assurance and quality control checks (QA/QC). Compile and mail monthly data reports to volunteers.

**VOLUNTEER LAKE ASSESSMENT PROGRAM (VLAP) INTERN II**  
**LG 4/24 weeks**

Train and audit volunteer monitors on lake water quality sampling techniques. Interact with volunteer monitors and the public to educate them on lake ecology principles. Analyze water quality samples in the Jody Connor Limnology Center for a variety of water quality parameters, Perform weekly data quality assurance and quality control checks (QA/QC). Compile and mail monthly data reports to volunteers. Perform statistical analyses on annual data for each lake and generate graphics of annual data for lakes. Generate and update annual station maps and report maps utilizing GIS software.

**WASTEWATER ENGINEERING CLERK**  
**LG 5 /12 weeks**

This position will be responsible for scanning documents, checking forms and reports for proper coding and accuracy with standardized procedures. Filing records, correspondence, forms and other related documentation and retrieving information upon request. The ideal candidate should be familiar with using the following standard office equipment: Computer, scanner, copier and fax machine.

**WATER QUALITY INTERN**  
**2 positions available**  
**LG 4/16 weeks**

This position will assist water quality monitoring programs such as the Ambient, Trend and Synoptic Monitoring Programs, Complaint Investigations, Total Maximum Daily Load studies, development of water quality criteria, and the Volunteer River Assessment Program. This position will also assist with field work involving the development of numeric nutrient criteria, temperature criteria, biomonitoring, and other environmental data collection efforts.

**WETLANDS SAMPLING INTERN**  
**LG 4 /12 weeks**

This position will provide technical assistance for wetlands field sampling and pre and post sampling activities. Duties include preparing equipment and materials for field sampling, conducting sampling from boat or on foot and data entry and use of ArcGIS software. This position will collect macroinvertebrate samples, assisting in the identification of plants, collection of information about the landscape and using GIS to evaluate wetlands and the surrounding landscape.

**Note: Internship opportunities are subject to change, dependent on funding.**

**The hourly rate for each labor grade (LG) is as follows: LG 4 (\$11.01); LG 5 (\$11.33); LG 9 (\$12.91); LG 10 (\$13.41); LG 12 (\$14.45); and LG 14 (\$15.59). Unless otherwise specified, internship hours are 8:00 am – 4:00 pm Monday through Friday. The majority of positions are based in Concord. Those based in Portsmouth are noted.**

Interested applicants should complete and submit one state application, a cover letter and resume, an official copy of their most current college transcript, and a completed contact information form indicating which positions are of greatest interest. Please note: submission of a **resume alone will not be accepted in lieu of a completed State application**. A State application can be obtained in the following ways: On-line, PDF or Word, on our website <http://des.nh.gov/organization/commissioner/hru/>; requested via e-mail at [hr@des.nh.gov](mailto:hr@des.nh.gov); or by calling Sharda Rao, HR Assistant at (603) 271-8875, or for hearing-impaired at TDD access: Relay NH 1-800-735-2964.

A completed application can be sent to DES in the following manner. If completed on-line you can send your official college transcripts and other application documents via e-mail to [hr@des.nh.gov](mailto:hr@des.nh.gov). If sending via US Mail, send to Human Resources, DES, PO Box 95, 29 Hazen Drive, Concord, NH 03302-0095. Application documents may also be delivered to Sharda Rao, Human Resources, NHDES, and 29 Hazen Drive, Concord, NH 03301. **Applications must be received or postmarked by March 31, 2015.**

**If the position requires driving as part of its accountabilities, candidates must satisfactorily pass a driver's record check in order to be hired. Criminal background and driver's record check will be required for internships that are greater than 12 weeks or require work in locations where children may be present. EOE**